INELIGIBILITY REASONS

The following is a summary listing of the reasons an application may be ineligible. The listing represents the errors identified prior to any corrections made by the school to the application as a result of the auditor's review. This listing corresponds with the reasons on Schedule 2. If a reason below is only applicable to applications received before 7/1/11 or on or after 7/1/11, it is so noted.

Attendance/Grade

- 1) Did not attend either on, or before and after the count date.
- 2) No classroom record.
- 3) Pupil is in a different grade per classroom records than indicated on the application and on the payment listing. As such, the pupil is included as pending on Schedule 3.
- 4) The grade on the paper application does not match the classroom records, but is correct on the payment listing. As such, the pupil is included as pending on Schedule 3.

Income

- 5) Income documentation not provided (all applications) or DOR determination not appropriately completed (if application received after 7/1/11).
- 6) Income documentation shows income above allowable amount (if application received prior to 7/1/11 or those using the DPI income method forms) or the DOR determined the application was not income eligible (if application received on or after 7/1/11).
- 7) Income tax form used for income documentation was not signed and/or dated, no related tax transcript obtained.
- 8) Household size per the application does not match supporting documentation (if application received before 7/1/11). Family size per the application does not match the Family Income Eligibility form (if application received on or after 7/1/11).
- 9) No support for household size is provided (if application received before 7/1/11).
- 10) Pupil is not listed as a dependent on the tax return or included on a Household Income Eligibility form (if application received before 7/1/11). Pupil is not listed on the Family Income Eligibility form (if application received on or after 7/1/11).
- 11) Income documentation obtained outside of the open application period. (Note a one time extension to August 20th for July applications was granted.)
- 12) Support for income in the supplemental Household Income forms (if application received before 7/1/11), or the Family Income Eligibility form or No Household Income form (if application received on or after 7/1/11) not provided.
- 13) Supplemental Household forms (if application received before 7/1/11) or Family Income Eligibility/No Household Income forms (if application received on or after 7/1/11) not properly completed.
- 14) Name or signature on supporting income documentation received does not match parent/guardian on application.

Residency

- 15) Milwaukee Parental Choice Program participants: Based on a review of the MapIt result, address is outside the City of Milwaukee. Parental Private School Choice Program participants: Based on a review of the Racine Unified School District (RUSD) transportation website, address is outside of the RUSD area.
- 16) Residency documentation not provided or unacceptable documentation provided.
- 17) Residency documentation does not match the application including the name/signature of the parent/guardian or the address.
- 18) Residency documentation obtained outside of the open application period.

Application

- 19) Original application on file contained improper corrections.
- 20) Application received outside school's open application periods.
- 21) School does not have original application on file.
- 22) Based on a review of the application, address is outside the City of Milwaukee/Racine Unified School District or is a PO Box.
- 23) Higher income limit used for applicant when the applicant and/or sibling did not previously attend a Choice school (if application received before 7/1/11).
- 24) The parent/guardian name at the top of the application does not match the parent/guardian who signed the application.
- 25) Student is too old to participate in the program.
- 26) Section 3 (if application received before 7/1/11) or the bottom of the application (all applications) has a "No" checked for eligibility for the Choice program.
- 27) Student completed the application as parent/guardian but is not yet 18.
- 28) Administrator/designee who signed the application as received or approved is not on the approved list.
- 29) Date application approved is more than 60 days after the date the application was received.
- 30) Sections of the original application were incomplete/incorrect.

Other

- 31) Student is too young for the grade indicated on the application. The grade per the classroom records is the grade the pupil is age eligible for. As such, the pupil is included as pending on Schedule 3.
- 32) Student is too young for the grade he or she attended per the classroom records.
- 33) School has not completed 87.5 hours of permitted outreach activities for the current school year.
- 34) Information is properly reflected on the paper application but not in OAS. As such, the application is included as ineligible on Schedule 2 and pending on Schedule 3.
- 35) Pupil was identified as a duplicate by the DPI.

Acceptable Application Reasons

- 1) Pupil is in the grade listed per classroom records, but the payment listing showed the pupil in a different grade. This pupil is included on Schedule 2 as ineligible for the grade on the payment listing and on Schedule 3 as eligible with the grade on the classroom record.
- 2) A properly completed application for the pupil was accepted by the school but was not entered by the school into OAS. The pupil met all application and attendance requirements for inclusion in the count.
- 3) Student only eligible for 0.5 FTE because school did not schedule 87.5 hours of permitted outreach activities.
- 4) A properly completed application for the pupil was accepted by the school and entered into OAS but the pupil was not counted as being in attendance in OAS. The pupil met all application and attendance requirements for inclusion in the count.
- 5) An improperly completed application for the pupil was accepted by the school. The auditor identified the error and the school subsequently corrected the application including initialing any changes as required. No additional supplemental documentation was received outside the open application period in which the application was received (except for income documentation for July 2011 applications). The pupil met all application and attendance requirements for inclusion in the count.
- 6) Information is properly reflected on the paper application, but not in OAS. As such, the application is included as ineligible on Schedule 2 and pending on Schedule 3.
- 7) The grade on the paper application does not match the attendance records, but is correct on the payment listing. The grade has been properly corrected using the strike-through method.

Duplicate Pending Reasons

- 8) Based on a review of the attendance records, the pupil attended a day before and a day after, but not on the count date.
- 9) Based on a review of the attendance records, the pupil attended on the count date.

Other Pending Reasons

- 10) (Insert other reasons as applicable. All pending applications are subject to DPI approval.)
- 11) {Insert other reasons as applicable. All pending applications are subject to DPI approval.}